

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

External Training Opportunities for Agency Employees

DD/A REGISTRY

FILE: *training*

FROM:

Donald E. Smith
Director of Training

EXTENSION

NO.

OTR 79-1103

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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EO/DDA

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79-3524/1

OTR 79-1103

MEMORANDUM FOR: Director of Central Intelligence

FROM: Donald E. Smith
Director of Training

SUBJECT: External Training Opportunities for
Agency Employees

REFERENCES: A. Memo to EA/DCI from DTR dated
9 November 1979, Same Subject
B. Memo to DTR from DCI dated
20 November 1979, Same Subject

1. This is in response to your request that the lists attached to Reference A be revised to include only those external training courses of more than six months' duration. The attached revision also answers your questions concerning (a) the selection and approval process for course participation, (b) the Presidential Executive Interchange Program, and (c) the NFAC employee who attended the IISS in 1978-1979.

2. I should like to reiterate that external training opportunities for Agency employees are extremely varied. The attached lists are merely examples of the kinds of training available and facilities used.


Donald E. Smith

ILLEGIB

Attachments:
As Stated

cc: DDA, w/atts.

Distribution:
Orig - Addressee, w/atts
1 - DDCI, w/atts
1 - DDA, w/atts
1 - ER, w/atts

SENIOR MANAGEMENT CAREER DEVELOPMENT PROGRAMS

<u>SCHOOL</u>	<u>DURATION</u>	<u>STUDENT GRADE</u>
<u>A. Senior Officer Schools</u>		
Air War College	10 months	GS-14 to GS-15
Army War College	10 months	GS-14 and above
Naval War College	10 months	GS-11 to GS-13
(College of Naval Command and Staff)		
Naval War College	10 months	GS-13 to GS-15
(College of Naval Warfare)		
National War College	10 months	GS-15 and above
Industrial College of the Armed Forces	10 months	GS-15 and above
Executive Seminar in National & International Affairs (State Department)	10 months	GS-16 and GS-17
<u>B. Senior Management Programs</u>		
OPM Education for Public Management	Academic year	GS-12 to GS-14
<u>C. Fellowships and Interchange Programs</u>		
OPM Fellowships in Congressional Operations	12 months	GS-13 to GS-16
<u>D. Other Full-time Programs</u>		
FSI Economic/Commercial Studies Program	26 weeks	GS-11 and up

SELECTION PROCESS

The Agency is invited annually by the host organizations to participate in these programs. The Directorates and E Career Service are canvassed for qualified candidates. The Training Selection Board reviews all nominations, selects the most qualified candidates, and recommends nominees to the DCI/DDCI for approval of participation in the programs.

FULL-TIME ACADEMIC TRAINING

Requests for full-time academic training must be endorsed by the sponsoring Deputy Director or Head of Independent Office and approved by the Director of Training. Employees approved for such academic training of a semester or more at a non-Government facility must execute a Continued Service Agreement. Set forth below is training undertaken by GS-07 to GS-14 employees during Fiscal Year 1979.

<u>Facility</u>	<u>Program</u>	<u>Students</u>
	Economics	1
Georgetown University	Economics	1
George Mason University	Business Administra- tion	3
	Economics	1
	World Geography	1
Johns Hopkins University	Economics	2
Montgomery College	Visual Communications	1
Indiana University	Management Program	1
Strayer College	Accounting	1
Benjamin Franklin University	Accounting	1
Harvard University	Midcareer Program	2
	International Relations	1
Towson State University	Geography	1
Vanderbilt University	Economics	1
Prince Georges Community College	General Studies	1
George Washington University	Geodetic & Carto- graphic	1
	Research Fellow (Soviet Studies)	1
	Engineering	1
	Political Science	1
	China/Asian Studies	1
	Economics	1
	Total	25

INTERAGENCY TRAINING

Agency employees participate in interagency training on a regular basis. Examples of facilities used and courses attended during Fiscal Year 1979 are indicated below. Such requests must be endorsed by the sponsoring Deputy Director or Head of Independent Office and approved by the Director of Training.

<u>FACILITY AND PROGRAM</u>	<u>DURATION</u>	<u>GRADE</u>
Foreign Service Institute	1-54 weeks	All grades
<div style="border: 1px solid black; height: 40px; width: 200px;"></div>		
National Security Agency Cryptology Language	1-44 weeks	All grades

PRESIDENT'S EXECUTIVE INTERCHANGE PROGRAM

In January 1980, the Agency will receive a formal invitation from the President's Commission on Personnel to participate in the 1980-1981 President's Executive Interchange Program. The Office of Personnel will canvass the Directorates and E Career Service for qualified candidates in the GS-13 to GS-15 range. The Training Selection Board will review nominations received from these components, select the most qualified candidates, and recommend nominees to the DCI/DDCI for approval of their participation in the Program. Previous experience indicates that the Commission will expect to receive nominations during the months of February and March.

Participants in the Program take leaves of absence from their organizations, and their salaries are paid by the host organizations. During 1978-1979 two NFAC officers participated:

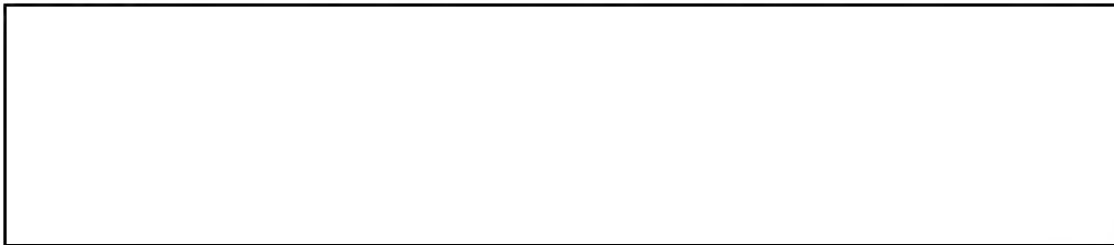
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[redacted] served with [redacted]. No CIA employee is participating in the 1979-1980 Program. NFAC was the only component that submitted a nomination, but the name was withdrawn by NFAC prior to any Agency review of the officer's qualifications for participation.

SABBATICALS

During 1978-1979, two NFAC employees received sabbaticals as follows:



As NFAC did not regard these sabbaticals as "training," the requests were approved by D/NFAC.

OTHER APPROACHES

Agency employees could request approval to attend programs at various independent research institutes or at universities such as the following:

School of Advanced International Studies
(Special Fellowships) at Johns Hopkins
University

Educational Program for Federal Officials at
Midcareer at the Princeton University
Woodrow Wilson School of Public and Inter-
national Affairs

Rand Corporation
Work Study Program

Requests to attend such programs must be endorsed by the sponsoring Deputy Director or Head of Independent Office and approved by the Director of Training.